

Awards Committee Operating Code

Revised 04-06-2013

Revised 01-30-2015

Revised 06-25-2016

Revised 04-14-2018

I. NAME: Awards Committee

II. PURPOSE

The purpose of the Awards Committee shall be to administer the awards process and elect recipients for annual VAHPERD Awards

A. Open Awards (more than one can be given)

1. Presidential Award
2. Legislator of the Year
3. Honor Award
4. Pioneer Award

B. Single Awards (only one person can receive each award)

1. Elementary Physical Education Teacher of the Year (K-5)
2. Middle School Physical Education Teacher of the Year (6-8)
3. High School Physical Education Teacher of the Year (9-12)
4. Dance Educator of the Year K-12
5. Supervisor of the Year
6. College/University Health Educator of the Year
7. College/University Physical Educator of the Year
8. Recreation Professional of the Year
9. Jump Rope for Heart Coordinator of the Year
10. Hoops for Heart Coordinator of the Year
11. Outstanding Coach of the Year (AIAW Foundation)
12. Adapted Physical Education Teacher of the Year PK-12

13. Research Grant Award
14. College/University Dance Educator of the Year
15. Health Education Professional of the Year K-12

C. Student Awards

1. Outstanding Majors
2. Frances Mays Scholarship
3. Graduate Scholarship
4. Student Woman Athlete of the Year: Individual Sport (AIAW Foundation)
5. Student Woman Athlete of the Year: Team Sport (AIAW Foundation)

D. National Awards (not given at state level but still responsibility of Awards Committee)

1. Path Finder Award

III. ORGANIZATION

- A. The Committee shall be organized as a standing committee.
- B. The Committee shall consist of five members appointed by the President-Elect and approved by the Board. Members can include two VAHPERD Teachers of the Year, a City-County Supervisor, Past VAHPERD Presidents, and/or Honor Award recipients.
- C. Each appointment shall be for a staggered term of three years. Individuals who have served full three-year terms may not immediately succeed themselves as committee members.
- D. The chair shall be appointed by the President-elect from the membership of the committee. The chair shall vote as a regular member of the committee.
- E. If a committee member resigns or is unable to fulfill committee responsibilities, the President shall appoint a replacement.

IV. RESPONSIBILITIES

A. General Procedures

1. The Committee shall meet a minimum of once a year.
2. The chair must preside at all meetings.

3. The member who nominates a candidate will be responsible for completion of the nomination form on behalf of the candidate.
 - i. The candidate must be notified of his/her nomination and complete the candidate application form. The candidate should include two reference letters.
4. All nominations must be received by the chair by the designated deadline date.
5. All eligible nominees must be current members of VAHPERD at the time of the nomination, except for Legislator of the Year and Presidential Award recipients.
6. Professional nominees shall remain eligible for a total of two years. Unsuccessful nominees shall be reconsidered in the next cycle, after which time they must be re-nominated. The chair shall retain nomination materials for each candidate for two years, and then discard them.
7. Actions of the committee shall be by electronic submission. In single award categories the nominee with the most votes shall be declared the winner. In the case of a tie there shall be a run off. In open categories with unlimited nominees, each nominee receiving a majority of votes shall be declared the winner.
8. The Chair shall prepare a written annual report and submit to the Executive Director one week prior to the first Board meeting at the annual Convention.

B. Date Guidelines

1. January 15: Announcement (call for nominations) is sent to the Journal editor, newsletter editor and the Website administrator, along with an article on past year's award winner.
2. April 1: All nominations are to be submitted to the chair
3. April 10: Candidates are notified of nomination and asked to submit complete application materials.
4. Summer: Committee reports status of awards to the Board at its summer meeting. Nominations for Legislator of the Year must be approved by this meeting.

5. June 15: Deadline for Candidate to return application form.
6. June 15: The chair provides nomination materials to committee members.
7. August 1: Committee makes final decision on award winners.
8. August 1: The Chair notifies winners and provides guidelines for additional award consideration at District/National level.
9. September 1: The Chair will send out an all call for nominations for the Student Awards and an “Student Award Application”. An email will be sent out to the list serve and to all colleges and universities that have an HPERD program.
10. October 1: Application/Nominations for the student awards are due
11. October 1: The Chair orders the appropriate plaques/awards for the winner to be presented at the annual convention.
12. October 15: Award winners submit completed applications for District/National award to the Southern District Awards coordinator.
13. October 15: The Chair will notify student award winners.
14. August 1: Deadline for Candidate to return application form.
15. August 1: The chair provides nomination materials to committee members.
16. August 15: Committee makes final decision on award winners.
17. September 1: The Chair notifies winners and provides guidelines for additional award consideration at District/National level. Winners are strongly encouraged to apply. In addition, the Chair orders appropriate plaques/awards for the winners to be presented at the annual convention.
18. September 15: The Chair forwards all completed applications to the appropriate organization for District/National consideration.
19. October 15: Award winners submit completed applications for the appropriate District/National award to the Chair. In addition, winners are encouraged to submit award information to local and state newspapers.

20. Date of Convention: Award Nomination Forms for next year are provided at the Convention.

C. Publicity/Publication Procedures

1. Invitation to submit nominations for all awards shall be placed in the spring Virginia Journal and VAHPERD newsletter.
2. Award presentations shall be published in the spring Virginia Journal and VAHPERD newsletter.
3. Award recipient information provided to their immediate supervisor.

D. Awards and Award Presentations

1. The chair is responsible for obtaining and preparing all award certificates, plaques, and program brochure.
2. The type of award used will be determined by the committee. Awards must comply with guidelines and past standards
3. At the state convention, the chair or designee shall read the citation designating the services and contributions for which the award was granted. The chair shall present the recipient to the President, who bestows the award.
4. All VAHPERD Teachers of the Year (Clarified by I. PURPOSE, B. Single Awards) will receive a \$100.00 award plus a plaque (see chart for list).

In addition, any member of VAHPERD who is selected as the SHAPE Southern District Award winner in the following categories (Health, Dance, Adapted, Physical Education, Recreation, Sport Professional, Jump Rope for Heart or Hoops for Heart Coordinator, College/University Dance, or College/University Health) can be reimbursed up to \$500 for travel and expenses incurred at the Southern District Convention. District winners (physical education ONLY) are eligible for up to \$800 in travel reimbursements for the National Convention. Any District Teacher of the Year Award winners (health, physical education, dance, or adapted) will also be eligible for reimbursements to the following year's Southern District Convention (up to \$500) provided he/she is presenting at the conference and reimbursements to the following year's National Convention (up to \$800) provided he/she is presenting at the conference.

(Please refer to “Policies and Procedures” for more detailed information).

**Note - Reimbursement policies of VAHPERD must be followed.